

COLLEGE PLANNING TEAM Minutes
Monday—April 8th, 2013
3:00pm-4:30pm
UCEN 258

Updates on Items in Progress:

1. Survey and other Research Updates (D.Meuschke)
 - Highlights of recent research discussed.
 - 10 of the courses that were contained in the Top 20 Historically Difficult Courses Report of spring 2009 were also in the fall 2012 follow-up report showed an increase in the average success rates. These courses had been targeted by the Supplemental Learning program and provided a guideline for structuring the Supplemental Learning workshops.
 - First Year Experience students finish at a rate that is more than 15% higher than other first year students.
 - Top 2 reasons that students indicated that they joined the First Year Experience program are guaranteed units and access to counselors.
 - The Fall 2012 Annual Student Survey showed that more than 20% of students polled indicated that they preferred to:
 - order transcripts (official and unofficial)
 - change their majors
 - view classes to graduate in person.Admissions and Records has created an action implication regarding this and integrated it into their program review. They are moving toward having students conduct more services online.
2. Performance Targets and Activities (B. Gribbons) and ACCJC Performance Indicators (B. Gribbons)
 - New ACCJC requirement that college not only use outcome data but use 5 specific measures.
 - Performance Outcome subcommittee met and developed performance outcomes.
 - They were emailed to team.
 - They took the baseline and added 5% and then stated that the increase in the baseline would be met by 2015.
 - It was determined that some of the goals would take more than one year to achieve--so the 2015 date was agreed upon.
 - Note also, that this is a 5% increase of the baseline, not an absolute 5% increase.
 - These measures are from ACCJC:
 - Retention fall to fall--59%,
 - Associate's degree
 - ✓ 1,100 students from 1,061
 - Certificate of Achievement
 - ✓ 489
 - Number of transfers
 - ✓ 1,978
 - Metric for these determined by ACCJC
 - 3 additional indicators were added from ARCC 2.0
 - Progression from basic skills for English to college level English
 - And the same for math and ESL.
 - Team broken into groups to create 5 ideas at each table that the College can do to achieve these goals.

Recommendations

- Implement program to have for faculty advisors for majors
 - Example – School in Texas where the counselors train faculty members to serve as advisors.
- E-Portfolios for students– Businesses like to see what students have done
 - Salt Lake Community College requires E-Portfolios for degrees

- Can be done for free or near free
 - Add some writing intensive courses to the course offerings
 - Expansion of high impact practices like Service Learning and internships
 - Expansion of learning communities centered around themes like what the CSU system is moving to
 - Improve Enrollment Management so students will know what courses will be offered
 - Create a 2 year schedule
 - Connect planned offerings with the data from the student educational plans
 - Increasing student awareness about practices that we know work
 - TLC activities (GLA, Supplemental Learning, etc), Orientation options
 - Increasing faculty engagement with those students in their department's major
 - Revisit early alert system – What is the current status?
 - Promote opportunity for Prior Learning Assessments
 - Orientation meetings on their major when students first come to the college or declare their major
 - Peer advisors – Help provide mentoring for students
 - High Impact Practices – Cohort learning, team teaching
 - Incorporating information on the degrees and certificates a student could earn by taking the course in the class syllabus
 - Faculty can have a greater discussion with students on degree and certificate opportunities available to them.
 - Expanding programs like PAL
 - Identify other key people who could play a role in mentoring and advising for things like group discussions – Chairs, deans, etc.
 - Conducting queries of system for the course taking patterns of students and targeting those students who show certain behaviors and send them information on available campus resources
 - Example: Contact students who reach milestones (Close to graduation with 45 units, Golden 4, Stop Outs, etc)
 - Associate degree could take place of CSU Cert or IGETC. Make it so there is no difference between them
 - Require legislative action but could increase degree holders
 - Students who want to transfer don't pursue the Associate Degree
 - Group Counseling – Identify students with certain patterns or who have reached certain goals in their education and giving them counseling appointments rather than waiting for them to make their own appointments.
 - For example: Set up group counseling appointments on Wednesday afternoons.
 - Team teaching for two single or double sections
 - Providing training for employees on how to understand the metrics
 - Learning outcome professional development workshops
 - More in class tutoring to help students going from Basic Skills to Transfer level math
 - Could use volunteers or pay for experience through CWEE or some other options for incentivizing the volunteers.
 - Fullerton college has a TAP program – Participants are paid or receive college credit. The courses are expanded by an hour with the additional curriculum element
 - CSUN Grad students in Sociology come here to help with our sociology classes.
 - Other universities – including UCEN. For volunteers
3. Accreditation Update (J. Gerda) (J. Glapa-Grossklag) (R. Theule)
- Ryan Theule on accreditation team that attended three colleges in Coastline College district. Colleges not only have to abide by standards set by ACCJC but there are 4 eligibility requirements, plus prior recommendations that must be reviewed. Much writing actually takes place by team before the visit.
 - James Glapa-Grossklag was on a team that visited Los Angeles Valley College and stated that on his team they were told to read the entire self-study report and then perform a write-up regarding the general impressions of the institution, followed by drafting recommendations. The recommendations were then pulled together by the sub-chairs of the team into a cohesive document. The campus visit is intended to confirm what is in the report. Days were typically from 7:30am/8:00am until 5:00pm/6:00pm each day.
 - It is important to provide the required information to the accreditation team in advance and in a timely manner and also to present the information in an easy to read format. Information should be clear and specific so that the team can easily determine whether the standard is met. Partially

meeting a standard is not meeting the standard but a recommendation. Documentation such as meeting minutes is very important.

- The Guide to Evaluating Institutions is on the ACCJC website and can be helpful in educating an institution regarding what the team will be looking for and focusing on when they visit.
4. Student Success Task Force (M. Wilding)
 - The state Chancellor's Office is discussing score cards, BOG waivers, professional development, and other issues in their March 2013 task force newsletter. It is available on the website for the state Chancellor's Office.
 - The state task force does have two recommendations for professional development.
 - Fee waiver rule--state Chancellor's Office is trying to determine how to manage the BOG waivers.
 - Admissions and Records is currently working on how to communicate the changes in priority registration to students. There is a LEAP team working on this and various managers and administrators will meet with the team tomorrow to discuss.
 5. Canyon Country Campus Advisory Committee Update (R. Theule)
 - Survey using cell phones and tablets was conducted regarding facts about CCC and upcoming events.
 - Next star party is on Friday, May 3rd. It is being updated to tie to K-12 stem curriculum. The content will speak both to families with young children and science enthusiasts.
 - There is a chamber mixer. They are expecting about 250 attendees. It will be on Wednesday, May 15th. It is \$20 for non-members.
 - 923 of expected graduates for May 2013 will have taken at least one class at CCC during their college career. This is about 78%. Last year the number was 890, so we're seeing an increase.
 6. LEAP Solutions Team Update (D. Fiero)
 - Update regarding current LEAP team solutions projects handed out. (Need to include copy in minutes). There is also a brief description of each.
 - There are teams for the
 - Visual Arts Resource Center
 - Student Success Task Force
 - Summer workshops for K-12 teachers for
 - ✓ Arts
 - ✓ Math/Science
 - ✓ Technology
 - ✓ Basic skills
 - Some contracts now permit the teachers to receive credit for salary advancement for the courses that we're offering.
 - ✓ James Glapa-Grossklag is working with the assessment of prior learning group
 - ✓ Barry Gribbons is working with SWIFT (strategic website integration facelift team)
 - ✓ Lifelong Learners is being broadened to offer a more UCLA type extension course experience
 - ✓ Rising Path Developmentally Disabled Adults Skills TrainingAll are working to see if there is something that can be offered through community extension to assist this target population to learn skills needed to successfully enter the workforce.
 7. Items for Future Agendas (All)
 - Mission Statement Update

Informational Items: (Updates to be provided prior to meeting)

1. Enrollment Target Update (J. Gerda)
 - Not present.
2. Budget Update (S. Coleal)
 - Not present.
3. Grants Update (T. Zuzevich)
 - The Grants Office has brought in \$5,079,195 for fiscal year 2012/2013.
 - Newly Awarded Grants

- ✓ Chancellor's Office (March 2013)
 - \$500,000 over 5 years for State Closed Captioning Fiscal Agent
 - James Glapa-Grossklag is project director
- Newly Submitted Grants
 - ✓ Chancellor's Office (March 15, 2013)
 - \$500,000 over 5 years for State Closed Captioning Fiscal Agent
 - James Glapa-Grossklag is project director
 - ✓ WESTAF (April 1, 2013)
 - \$2,500 for artist fees for a 2013/2014 PAC performer
 - Evy Warshawski will be project director
 - ✓ WESTAF (April 1, 2013)
 - \$2,500 for artist fees for a second 2013/2014 PAC performer
 - Evy Warshawski will be project director
 - ✓ Target Foundation (April 3, 2013)
 - \$2,000 for Lula Washington artist fees for K-12 Arts Education Outreach
 - Carmen Dominguez is project director
- Upcoming Deadlines
 - ✓ Department of Justice (Spring 2013)
 - Funds to help buy bullet-proof vests for Security – will fund 50% of costs
 - Tammy Castor is project director
 - ✓ Thelma Pearl Howard Foundation (April 19, 2013)
 - \$25,000 for K-12 Arts Education Outreach for renewal of Tiffany Bong residency
 - Evy Warshawski will be project director
 - ✓ In and Out Foundation (April 30, 2013)
 - Amount to be determined for Foster Youth Scholarships
 - Lisa Pavik will be project director
 - ✓ Archstone Foundation (April 30, 2013)
 - Amount to be determined to train faculty and develop curriculum on incorporating aging in the program
 - Diane Morey will be project director
 - ✓ Leo Buscaglia Foundation (April 30, 2013)
 - \$10,000 for adult hourly and supplies for Volunteer Bureau
 - Yasser Issa will be project director
 - ✓ Chancellor's Office (May 3, 2013)
 - \$300,000 for Deputy Sector Navigation grants with \$1 to \$1 match
 - Will submit applications for Advanced Manufacturing and Health Care
 - ✓ College Access Foundation of California (May 3, 2013)
 - Amount to be determined for scholarships
 - Murray Wood will be project director
 - ✓ American Association of Colleges and Universities (June 15, 2013)
 - \$10,000 for SHARP or Civil Rights Clinic
 - Program and match are being identified
 - Patty Robinson will be project director
 - ✓ National Endowment for the Humanities (June 27, 2013)
 - Humanities Initiatives at Hispanic-Serving Institutions
 - Interest and ideas being discussed
 - ✓ National Endowment for the Humanities (September 12, 2013)
 - Humanities "Enduring Questions" program
 - Interest and ideas being discussed
 - ✓ Ahmanson Foundation (Spring 2013)
 - Culinary Capital Campaign - Will apply after 75% of funds have been raised

- ✓ Flora Thornton Foundation (Spring 2013)
 - Amount to be determined for a music program to be determined
- ✓ Weingart Foundation (Spring 2013)
 - MLT
- ✓ John Jewett & Helen Chandler Garland Foundation
 - Possible for Art Gallery
- ✓ U.S. Department of Labor (Spring 2013)
 - TAA grant
 - Committee is meeting
- ✓ Cyber Security (Spring 2013)
 - Consortium being led by George Boggs
 - Funding through various federal agencies

Pending Grants

Program	Funding Source	Submitted	Activities	Amount	Project Director
Job Accelerator and Innovation Challenge	U.S. Dept. of Commerce	July 5, 2012	Job training as sub-award of West L.A.	TBD if funded	Joe Klocko
MESA	S.D. Bechtel Jr. Foundation	September 24, 2012	Two years of support for MESA	\$127,230	Susan Crowther
ATE Project Program	NSF	October 18, 2012	Create an Advanced Automation Manufacturing program	\$664,942 over 3 years	Tim Baber
ECE Outdoor Classroom	Douglas Foundation	November 20, 2012	Finishing outdoor classroom	\$25,000	Monica Marshall
SBDC	Wells Fargo Foundation	November 27, 2012	Matching funds for SBDC	\$10,000	Steve Tannehill
EOPS	TJX Foundation	December 7, 2012	Book voucher program	\$40,000	Pamela Brogdon-Wynne
Walter Lantz Foundation	Walter Lantz Foundation	December 13, 2012	Animation lab computers and software	\$94,104	Carmen Dominguez
K-6 Electronics Partnership	Toyota Foundation	December 14, 2012	Training of teachers	\$34,551	Omar Torres
Sustainability	Wells Fargo Foundation	December 17, 2013	Funding for Sustainability Center and activities on campus	\$99,659 over 18 months	Jia-Yi Cheng-Levine
EOPS Book Grants	S. Mark Taper Foundation	February 27, 2013	Book voucher program	\$50,000	Pamela Brogdon-Wynne
Outreach	Taco Bell Foundation	March 5, 2013	2013 College 2 Career Day	\$32,220	Kari Soffa
PAC K-12 Arts Education Outreach	California Arts Council	March 7, 2013	Continued residency with Lula Washington in the elementary schools	\$12,000	Carmen Dominguez

Grants Not Funded

K-6 Electronics Partnership	Honda Foundation	February 1, 2013	Program Support	\$54,791	Omar Torres
Art Works	NEA	August 8, 2012	Arts Education Professional Development	\$38,920	Carmen Dominguez
Upward Bound	Dwight Stuart Youth Fund	March 6, 2013	Upward Bound Summer program	\$62,311	Belinda Acuna

- Not Applied For
 - ✓ Chancellor's Office (April 17, 2013)
 - \$148,000 for Sector Labor Market Research Center of Excellence

- Meeting to discuss interest and feasibility
 - Decided to focus on Deputy Sector Navigator grants
- ✓ U.S. Department of Education (Spring 2013)
 - Title V
 - Competition not being held this year

○ Researching

- ✓ Re-entry
- ✓ SBDC/Incubator
- ✓ EOPS
- ✓ MESA
- ✓ Veteran's Program
- ✓ Textbooks
- ✓ The Learning Center
- ✓ Gardens of the Canyons
- ✓ Technology
- ✓ Culinary
- ✓ Planetarium
- ✓ Sustainability
- ✓ Skills 4 Success
- ✓ Volunteer Bureau
- ✓ Matriculation
- ✓ Learning to Learn
- ✓ Addiction Counseling
- ✓ Theatre department New American Musicals Festival
- ✓ LVN to RN program
- ✓ Ethics Institute
- ✓ Renovation of the ECE including new cribs
- ✓ MediaScapes Workstations for the Library (\$10,000 each)
- ✓ Library Expansion Technology
- ✓ K-6 Electronics Initiative
- ✓ Advanced Manufacturing including ElectroMechanical/Integrated Systems Technology
- ✓ Gamification – LEAP project
- ✓ Automotive Technology
- ✓ Starr Art Donation
- ✓ Upward Bound
- ✓ MEA
- ✓ Canyon Country Campus – technology, programming, Library and Amphitheatre
- ✓ School Security/Incident Command
- ✓ Service Learning
- ✓ Pipe Welding
- ✓ Art Gallery

4. Facilities Update (J. Schrage)

- Update emailed.

5. Legislative/Advocacy Update (B. Gribbons)

- Public Policy Institute issued an article stating that we're underfunded--funding cut by \$1.5 billion over the past few years. Decline is about \$1,600 per student (FTE).
- Assemblyman Scott Wilk has introduced the new 50% legislation. It has been revised during the past week and will go into hearings soon.
- 955 is the 3rd iteration of a bill to authorize colleges to offer credit courses on a fee basis--possibly through an extension. This bill limits this to summer and winter like the CSUs. Renard Thomas and Eric Harnish will be going up to testify on behalf of the bill. It may provide some opportunities for veterans that are trying to complete their educations.

- A statewide bond is proposed. If passed, it would pay for the science building at CCC.
- CPEC went away but now a proposal to fill the gap with the California Higher Education Authority.
- 1358 permits colleges to raise the student rep. fee to \$2 per semester but half of the funds have to go to the statewide organization.
- 283 property tax revenues, K-12 gets an automatic backfill when property taxes fall short, but community colleges do not (although legislature can vote to fill in the backfill), this bill would give us a guaranteed backfill.
- Educational Entities Parcel tax would lower the threshold for us to implement a parcel tax and to collect the revenue with a 55% vote as opposed to 2/3 vote.

COLLEGE PLANNING TEAM MINUTES

Monday—May 13, 2013

3:00 – 4:30 p.m.

UCEN 258

Updates on Items in Progress:

I. Accreditation Workshop Key Points, Summary and Next Steps (Joe Gerda)

- Workshop presenter Mary Dial focused on the legal implications of accreditation. She explained they did not get involved in the past, but now accreditation is on their radar all the time because the process has become more legalistic due to lawsuits about accreditation itself over City College of San Francisco.
- Workshop presenter Matt Jordan stated that Pasadena City College experienced a lot of internal discord and emphasized the importance of having common dialogue discussions early. Schools must respond to previous recommendations quickly; otherwise, it will lead to being unsanctioned.
- Ned Dockney and Donna Miller (Chairman of the Board) shared their perspectives. Ned laid out the intentions and challenges he faced being in a multi-college district.
- The next Steering Committee meeting will be held tomorrow at 2:00 p.m. in the Chancellor's conference room. The co-chairs will discuss:
 - How to organize the group
 - Guidelines
 - Fall writing timeline
 - How to collect evidence, store information and accessibility for the writing teams
- Going forward the team's evaluation process will be to collect evidence on how the institution is moving forward with SLL conversations.
- The goal is to be more organized as the team enters the writing process in the fall and produce a very good self-study.
- Chancellor Diane Van Hook attended a CCCT conference session in Lake Tahoe, last month, where COC received favorable comments about the distance education program and the training.
 - During one of the conference accreditation workshops ACCJC president Barbara Beno mentioned COC had a model planning process in place when asked how an institution can accomplish complying with accreditation rules.
 - The workshops emphasized the importance of showing evidence that the institution monitored the status of things stated that would be accomplished in the annual plan, strategic plan or a list of accomplishments for the year and following up on the accreditation impact.
 - Note: Accreditation was placed as a standing item on the agenda until

November 2012 and then dropped because COC had substantially completed following up on all of the planning implications as documented by the writing teams involved in the self-study.

II. Sustainability Master Plan and Update (Carl Ebaugh) (Jia-Yi Cheng-Levine)

In Carl's absence, Jia-Yi Cheng-Levine made the presentation and distributed a handout of the master plan. (Refer to handout)

- The Chancellor's office would like for everyone to participate in developing the sustainability master plan which will then be integrated into the college master plan.
- The document will be incorporated into these minutes and serve as a paper trail showing evidence of what has been accomplished.
- The plan contains an executive summary which gives our history, how the plan was created and the policy that will come out of the sustainability plan.
- The most important part, the central part of the plan (Section 7), includes an extensive EXCEL spreadsheet where the numbers explain in detail how the college is doing and show how well the college performs in various categories such as water conservation and energy conservation. The spreadsheet tracks programs identified and programs completed. The goal is to increase the number of programs completed.
- Implementation has to do with management, the structure of our structure, energy efficiency, facility operations, buildings, water waste reduction, green purchasing, student curriculum development, campus and community outreach and climate action plan.
- The vision is to have COC become the leading two-year college recognized locally, statewide, regionally and nationwide in sustainability, facilities, academic curriculum and in policy-making.
- Committee suggests integrating sustainable practices into the facility, academic curriculum development, and policy-making parts of the vision statement. The objective is to make a truly comprehensive and collaborative master plan.
- Energy use is the number one area where COC can develop in policy implementation. We need to measure use and identify how much can be generated on our own. Other areas include: cost reduction, standards, building retrofitting, renewable energy use and water use reduction.
- Carl will provide historical data about cost reduction at a future meeting.
- The committee wants COC to implement LEED Silver Level standards in sustainability; however, may not pursue LEED certification because the costs are very expensive.
- Cannot effectively measure water use reduction and waste diversion management because we do not have a benchmark yet.
 - Needs to find an effective way to measure water use on campus such as be by an outside vendor such as the trash collection company.
 - We may also be able to measure through recyclables to identify improvement.
- Tracking the above areas will help COC implement a policy plan that will enable continual improvement.
- Summary contains detail about the percentage of energy saved annually, activities

done, how the plan came about and a possibility of developing a sustainability policy on campus.

- The Board of Trustees passed a green resolution in 2008 which the industry later adopted, then the academic senate, followed by the classified senate adoption.
- The resolution is one thing the policy is another. The committee plans to work with the Board and input from all major departments.
- The policy context: back around 2002-2013, when Prop 39 passed, in a span of 11-12 years a lot of policies and provisions have passed at the state level mandating community colleges and local schools to be more agreeing to enable us to garner more funding.
- California Community College Board of Governors came up with the areas of sustainability.
- The spreadsheet allows us to keep track of our progress and all the programs available to determine the number of programs that can be implemented at COC.
- The team wants to have input complete by June and then continually update the plan.
- The Chancellor stated COC is doing well in building, energy, building materials and needs to focus improvement on infusing sustainability into curriculum. The institution could use many different ways to infuse creating an awareness of sustainable practices within curriculum through academic areas such as the Business Department, Social Science Division or Policy, Engineering or Interior Design, etc.
- A Green Office Initiative event will be held next week.
 - Contact Kim Gurnee for more information.

III. Workforce Initiatives (Joe Klocko and Pete Bellas)

In Pete's absence, Joe Klocko made the presentation.

- Economic Development Grants: The center recently submitted two grant applications, one for the Advanced Manufacturing sector. This is a successor program to the CAT program and will expand funding to include K-12 SB-1070 monies.
 - The second is a proposal for the information and Communications Technologies / Digital Media grant.
 - Nursing submitted one for Allied Health Careers and two others that Theresa will elaborate on later.
- There are six CAT deputy navigator sectors within the Region we have three of the six.
- We have two of the longer running fast track programs: Fast Track Manufacturing, Assembly and Test Technician and the CNC Machining program.
 - Fast Track Manufacturing, Assembly and Test Technician had 9 graduates last week. Those graduates are going through the interviewing process now.
 - A new cohort of 15 individuals, including 2 Veterans, began the 8th CNC Machining Fast Track program last Monday.
 - We received most of the money from a sub-work order grant through North Orange; this particular one from LA County.

- We made several business connections in the area since the last report. One with Reis Robotics made attending the VIA (Valley Industry Association) B2B show.
 - They are one of the five global robotics companies.
 - ✓ They initially wanted help introducing robotics into the local factories—manufacturing centers and also expressed an interest in COC mechatronics class—the Lee Hillard group.
 - ✓ Want access to technicians out of our CET programs that will service robotics once they get to the factory.
 - General industry networking was made with ITT Aerospace.
 - ✓ They are currently setting up an apprentice CNC program inside ITT onsite.
 - ✓ Today hosted the ITT Machine Shop Manager and Manufacturing Engineering Manager—gave them a CAT tour.
 - ✓ They are the first company to sign-up to attend the COC Fast Track job fair on June 21, 2013.
 - Passed a connection on to the Economic Development Corporation, Jonas and his team, I made while attending the Association for Corporate Growth meeting. A local manufacturing business owner looking to expand his current 125K square foot site multi-building to one 250K square foot site.
 - Off the website received inquiries from Boeing Staffing Center in Seattle, WA.
 - ✓ They were looking to see if we can create a hybrid program between COC Machining and Contiga Training.
 - ✓ We are still in the initial discussions stage.
 - ✓ Getting hooked in with Boeing will make a great connection
 - Working with Lincoln Electric to get youth interested in careers in manufacturing.
 - ✓ Lincoln Electric is the primary provider of the welding equipment used by our welding group.
 - ✓ Boy Scouts of America just issued a welding merit badge
- Welding will host an open house next Tuesday.
- Sample of recent training events:
 - ✓ ACT exams
 - ✓ work readiness standard tests
 - ✓ blue print readings
 - ✓ courses on conducting time settings
 - ✓ safety and OSHA supervisory skills
 - ✓ SGL techniques
 - ✓ one dozen other ongoing monthly training events from the SBDC
 - ✓ two program events in the pipeline with EDI to offer a mechanical assembly fast track in addition to our current electronic assembly fast track program
- Working with the Antelope Valley College to look at their Aircraft and Powerplant (A&P) program and see how we can utilize some of their content.
- Working with EDI on Lean Training for their mechanical engineers and designers.
- Work Initiatives: SBDC recently finished an eight part international trade series held here and started a fall one, Phase II, to be delivered in the San Fernando Valley.

- Working with the City of Santa Clarita on civil training scheduled for June 17-20.
- Currently conducting many Lean Training sessions.
- Partnered with Pharmavite to launch work keys and key training product at their facilities.
- Program manager training classes
- Solid Concepts wanted our trainer at their San Diego site, but was not economically viable for sending a COC trainer so we suggested a local trainer in San Diego.
- The Chancellor expressed her appreciation for how the Economic Development Center “gets the job done.”
- The SCV Chamber will host a mixer at the COC Canyon Country campus. They turned it into a Taste of the Town event.

IV. Status of Accomplishments 2012-13 (Dr. Van Hook)

- Sent requests to a number of executive cabinet members requesting an update to the annual data submitted to our office. She is still awaiting two department updates.
- Will have Bruce Battle compile an annual report to prepare for accreditation and for our 45th celebration in the 2014/2015 year.
- The annual report will be posted online this summer then everyone can use it as helpful information when writing the accreditation self-study.

V. Student Success Task Force and Next Steps(Mike Wilding)

- Sent an email today with updates.
- The counselors and matriculation are currently struggling with meshing all of the requirements.
 - Issues with financial aid and the college waiver soon—goal is to get all of the time together (orientation, new requirements for student education plans and academic standard issues).
 - Current planning committee meetings are focused on the best way to integrate all of the requirements for each area.
- Conducted a fair amount of research exploring software products that will provide an electronic student education plan and two committee members are going to the Norco campus this Friday to see what they have done with Datatel.
- Committee members Chellie Maple and Jasmine Ruys are in Sacramento today meeting with the Matriculation Advisory Committee.
- We are currently up to speed since Sacramento is still forming work groups.
- The Board has approved the necessary policies needing approval.
- Barry is leading the group on “Performance Indicators,” which will be integrated with accreditation and task force items. They are happy with the current progress and will be ready for Fall 2014 when “this thing” kicks off.
- LEAP team project is underway.
 - The current outreach staff will have hard time disseminating information to the high schools.
 - LEAP members will teach the high school counselors the information they need to teach their students regarding preparation for entry into community college.

- The Chancellor said there is big dialogue going on at the state level about changing the name matriculation to something more encompassing and more easily understood.

VI. Institutional Effectiveness Committee (Barry Gribbons)

- The name of the committee was changed to Performance Indicators Subcommittee of CPT. They recently discussed ARCC 2.0 – what it is and what it is not and the set performance indicators from ARCC 2.0
- Comprised a list of things to address those indicators.
- Activities needed to go outward visit the urban divisions next year and will share more information regarding this effort; especially what the effort is not.
- Focus the efforts on positive constructive things in addressing any concerns that might be out there.
- There is a RP report, Principles of Redesign, which we will use as a framework for structure efforts. Any research done in their office will be matched to the appropriate indicators.
- They will continue to document our progress.

Informational Items: (Updates to be provided prior to meeting)

I. Status of Accreditation Planning Impacts (Audrey Green)

- There are a total of 28 accreditation planning agenda items with 17 complete and six are in-progress with partially completed pieces. The responsible executive cabinet members will make sure those items are updated and complete.
- There are five items noted as ongoing. These items need to be updated to include additional information about why the items are “ongoing with continual evaluation.”
 - An explanation of “ongoing,” “ongoing with continual evaluation” and “in-progress” will be posted on the CPT web site.
- The executive members were asked to follow-up with their team members with clarification and for updates.
- Any new status will be included in the first agenda of next year.

II. Enrollment Target Update (Joe Gerda)

- Enrollment Management had a really good meeting a couple of weeks ago.
- Rewrote the decision making guide to reflect a more formalized to report up to this group (CPT).
- End of the year try to harvest our FTS and looking toward the summer to find the bulk; however, current enrollment is a little soft for the summer.
- Enrollment team came up with some really good ideas including reaching out to the Hart School district regarding summer sections available.
- The Chancellor suggested utilizing high school graduations here on campus to

- promote enrollment.
- Team expects to distribute a report soon.

III. Budget Update Prop 30 Funds Disbursement Update (Sharlene Coleal)

- Team is awaiting the May Revise due out tomorrow because they need the figures to finish out the revenue part of the budget.
- Our funds are difficult to manage.
 - We expected \$4.5 million and received \$11.3 million.
 - The difference went to other areas such as MTA, prisons and healthcare.
 - We could have a fiscal cliff in 4-7 years when sales and income taxes will go back down.
 - We received \$69 million in 2011/2012 and 2012/2013.

IV. Grants Update (Theresa Zuzevich)

- Submitted three deputy sector navigator grants that Joe talked about (in the Workforce Initiatives report).
- Also submitted proposals for grants for the Volunteer Bureau, Scholarships for EOPS and Foster Youth.
- Title 3 is looking to fund proposals that will increase student success and productivity with the use of technology such as funding online student education plans.
 - If there is something you are interested in having us do let us know.
 - The grant completion target date is next Friday to allow for numerous review processes before submitting prior to the June 3, 2013 deadline.
- Currently working on a big grant from the Department of Labor Trade Adjustment Act.
 - The grant allocates special funds for training people who lost their jobs due to outsourcing jobs overseas.
 - Grant deadline is July 13, 2013.
 - K12 Arts Education MESA renewal

V. Facilities Update (Jim Schrage)

- Culinary lease was approved at the board meeting.
- Culinary project can move forward now.
- Moving several departments out of the building.
- Hope to make the transition as smooth as possible.
- There is a culinary event tonight at Valencia Wine Company on Town Center Drive from 6-7:30 p.m.

VI. Legislative/Advocacy Update (Barry Gribbons)

- The state's revenue is about \$4.5 billion ahead of projections.
- The Chancellor mentioned COC is supposed to get 11% of the amount that goes to Prop 98.

- An update went out in email.
- Will go before the Assembly Appropriations Committee in Sacramento on June 6, 2013.
- The committee analysis came out today and shows no fiscal impact from both sides.
- The Chancellor mentioned librarians and counselors cannot be counted in on the right side of the fifty percent law.
- The Bill was initiated by Mr. Wilk, former board of trustee.
- We don't have enough student services personnel.
- CPT will have a mini retreat in September to kick-off the 2013/2014 year.
 - The date will be announced during the summer.
- Upcoming COC activities coming up:
 - Forensic Showcase and Alumni Wine & Cheese in the art gallery tomorrow exhibiting student.
 - On Friday, Bryce Harris will speak and give a presentation here.

COLLEGE PLANNING TEAM-Minutes
Monday—September 9th, 2013
3:00pm-4:30pm
UCEN 258

Updates on Items in Progress:

1. Summary of Summer Activities (D. Van Hook)
 - Jerry Buckley introduced as the new Vice President of Instruction along with Ryan Joslin the new student trustee.
 - An update on summer activities was sent out ahead of time.
 - Accreditation:
 - Timeline
 - Evidence Collection
 - Standards Committees Membership (J. Buckley)
 - Self-evaluation timeline document passed out
 - It is in a general format now but the specific dates will be filled in as they begin to arrange the meetings
 - A list of the steering committee members as well as standard committee members is contained in the document.
 - ✓ Student trustee will be contacted this week to ascertain the appropriate student members.
 - ✓ The updated list will then be sent out later this week.
 - This document will be discussed further at the department chairs' meeting on Friday.
 - Next Tuesday at noon there will be a meeting to kick off accreditation.
 - The accreditation process, standards, what is entailed in authoring the document, putting together the evidence, etc. will be discussed.
 - The self-study is a very complex and detailed document.
 - ✓ It is recommended that we collect the evidence or at least note where the evidence is located as we are writing the self-study.
 - Chancellor made a request of student trustee that students who will be at College the next year be chosen to participate for the purpose of continuity.
 - Jerry Buckley echoed this concern regarding the structure of the committees on campus and discussed the impact that this can have on the writing of the self-study.
2. Review of Mission Statement (M. Wilding)
 - Tabled
3. Performance Indicators and Factbook (B. Gribbons)
 - New fact book is available on the Intranet.
 - Two pages have not been updated and are clearly marked as such.
 - ✓ They will be updated at a later time.
 - ✓ Statistics for the self-study should be pulled from the fact book.
 - This will make revisions, etc. from draft to draft much easier and provide for consistency.
 - The annual faculty and student staff surveys will begin shortly.
 - Some studies were previously done in the spring but they are being moved to the fall to help with the planning process.
 - Some of survey data may be needed for the purpose of writing the self-study.
 - A draft of the studies should be done in early November; however, this will make the timing for coordination with the self-study tight.
 - Members should spend time this week determining if there is any specific information that needs to be included in the faculty, staff, or student surveys and let their office know this week.
 - Copies of the fact book will be printed this Friday.
 - ✓ Additional copies will be printed in October when additional budget, financial

- aid, etc. data are available.
 - ✓ Updates will be done primarily online with only a few copies printed.
4. SLO Update (Paul Wickline)
- Handout passed out with 12 tasks that the committee is working on.
 - The newsletter highlights the progress made in ongoing proficiencies and noting that the number of assessments almost doubled from 2012 to 2013.
 - Assessments of programs has increased from 74 to 83 over the last year.
 - At the bottom of the newsletter, areas of improvement are noted for faculty and deans (documenting outcomes for student learning assessments in program review and soon in the Curricunet assessment module). This is important for the SLO proficiency report where assessment reports and dialogue regarding assessment results taking place on an institutional basis is occurring.
 - Curricunet assessment module is online and available for faculty that wish to use it.
 - Pilot test was run in spring and training will be conducted this fall in October and November.
 - This will replace the SLO tables.
 - ✓ It is optional now but will become mandatory in fall of 2014 when the SLO tables will be turned off.
 - ✓ The Curricunet model will be much easier to assess and present a cleaner interface.
 - ✓ ISLO will probably move from the IGETC model the more core competency model of the Liberal Education in America Promise (LEAP) from the American Association of Colleges and Universities (AACU)
 - ✓ They hope to make a decision regarding this issue this fall.
 - ✓ Edel Alonso has taken the lead on dealing with the issue of "orphaned" courses--courses which have no lead faculty who are responsible for performing the assessments.
 - ✓ They are working on how to divide those courses up and Paul Wickline feels that this issue has been solved.
 - Chancellor asked what the SLO committee needed to go to next stage.
 - ✓ Paul Wickline responded that faculty attending the training for the new Curricunet process would be a next step. He said faculty should also be encouraged to discuss with the SLO Committee their assessment plans and approaches.
 - ✓ The focus is moving to "authentic assessments" which involve "real world" type assessment modules and away from multiple-choice as the primary assessment tools.
 - It was noted by Daylene Meuschke that AUOs will stay as they are in the tables and not be transferred to Curricunet.
 - Also, the areas in which SLOs have been created for primarily administrative functions as opposed to courses should use AOU's.
 - Continuous Quality Improvement is the next step.
 - Chancellor stated that concerns have been raised regarding WASC and the accreditation process and there is a group of concerned officials from Northern California that is putting together a list of questions to ask the WASC in a proposed inquiry into their accreditation processes.
 - The talking points for this list will be posted on the CPT website. A concern is that the findings of the visiting team appear to be consistently different than the recommendations made by the Commission.
5. Workforce Development Update (D. Van Hook) (P. Bellas)
- They had an event on previous Friday through a new initiative from the state Chancellor's Office called "Doing What Matters for Jobs and the Economy"
 - This changed the way that a lot of grants from the Chancellor's Office are distributed.
 - The goal of Friday's event was to pull our region together to respond on these changes from the Chancellor's Office.
 - We are in Region 6--the southwestern region.
 - All of CEO's, CIO's, CTE deans, Economic Development personnel, and deputy sector navigators met to focus on communication and collaboration as a region.
 - A number of ideas were discussed on how to operate more effectively regionally.
 - They decided as an overall region to meet four times a year and the next meeting will be in

- November or December at one of the regular consortium meetings.
 - It was determined that there were things that the districts could collaborate on like the sharing of lab facilities and the sharing of curriculum.
 - Chancellor recommended that a possibility for the spring meetings is to identify among the eight colleges, four disciplines for each meeting which are workforce training CTE applicable and bring those lead faculty to the meetings so that each college can hear from seven other faculty from the same discipline and collaborate.
 - Chancellor is primarily interested in this effort because it is the only venue when for example CIO's, CTE deans, etc. all get a chance to meet and talk at the same meeting.
6. Greenup Conference (Jia-Yi Cheng-Levine)
- This is the annual signature event for the Sustainability program.
 - It will be held on October 12th at the University Center from 9:00am to 3:00pm.
 - The topics will be
 - Business
 - Green practices.
 - Vegetable gardening
 - Jerry Buckley will open the event.
 - Faculty from San Diego City College who are in charge of running the business sustainability program there will be coming to speak.
 - Dr. Geoffrey Chase, the chairman of the board of directors for the Association for the Advancement of Sustainability in Higher Education will be speaking.
 - Roughly 100 trees will be given out at the conference.
 - The Nature Center will be bringing animals that you can interact with to the conference.
 - The chief of sustainability at UCLA will be attending.
 - On September 19th, there will be a panel at CCC called Careers in the Green.
 - The panel will discuss existing and emerging careers in the field.
 - Chancellor stated that we have completed the process of submitting our sustainability plan to the state Chancellor's Office and we are waiting now to find out when we can start spending funds.
7. Student Success Task Force (M. Wilding)
- Tabled.
8. Canyon Country Campus Update (R. Theule)
- Library hours have increased at CCC
 - 44% of the students there, close to 3,000, are only attending CCC.
 - Ryan Theule will continue to reach out to programs to encourage further engagement with CCC.
 - He will continue to attend department and division meetings to speak regarding increased engagement.
 - They have 314 sections at CCC with over 10,000 seats.

Informational Items: (Updates to be provided prior to meeting)

1. Status of Accreditation Planning Impacts (A. Green)
- Update sent out this morning
 - 18 items are completely finished
 - 5 items are in progress
 - 28 are considered ongoing because they are items that need to be reviewed and evaluated regularly (annually)
 - Chancellor stated that it was important that those who are accreditation co-chairs make sure that any partially completed items are followed up on
 - Any updates should be sent to Audrey Green and if any assistance is needed you should see Jerry Buckley.
2. Enrollment Management (J. Buckley)
- They are looking at some new instruments to assist with enrollment management.
 - They will be looking at some new metrics for what is called a "curriculum map."
 - This will lay out what courses correspond to which degrees.
 - This will also monitor how courses or series of courses within a major are doing.
 - They will be working on this year and next.

- Chancellor stated that the new responsibilities of enrollment management will be incorporated into the Decision Making Guide when it's updated over the next couple of months.
 - We are currently at about the maximum number of courses that we can offer given the parking limitations on campus.
 - We should continue to receive more revenue over the next four years but can't offer more courses during the current time periods.
 - We have to take another look at the weekend college and the PACE program and offer courses during a time when we have classroom and parking availability.
 - Chancellor will be participating in a press conference this Wednesday with the State Chancellor.
 - Target FTES for the fall was 5,900 and we achieved 5,921.
3. Institutional Effectiveness Committee (B. Gribbons)
- They set performance indicators and levels for targets for those indicators.
 - They then evaluated how well we're doing based on those indicators
 - They used principles of design from the RP group to help guide the analysis.
 - Throughout the fall they will be looking at other activities that can help them reach the ultimate goals for the indicators.
 - During the fall they'll be looking at the performance indicators to see if any adjustments are necessary and probably adding a few--there may be some areas that need them that are not being sufficiently addressed now.
 - They will be looking at disaggregated data also.
 - They will be creating a chart to demonstrate how performance indicators
 - Fit in with programs
 - Where the data comes from
 - How it's used, and
 - Who contributes to the data is probably information that would be useful to the visiting accreditation team.
4. Budget Update (S. Coleal)
- Copy of PowerPoint presentation to be used at the budget study session and adoption on Wednesday night passed out.
 - State budget passed on time on June 27th
 - The state budget revenue levels are still below the 2008 levels by about \$6 billion.
 - There were no cuts in this budget and there was money set aside for a reserve.
 - Our budget is balanced--11.24% fund balance which is about \$8.9 million.
 - Revenues are about 3.2% above where they were in 2012-2013 due primarily to increased access
5. Grants Update (T. Zuzevich)
- The Grants Office has brought in \$3,486,151 for fiscal year 2013/2014.

Newly Awarded Grants

- SBA (August 2013)
 - \$317,000 for SBDC
 - Steve Tannehill is project director
- National Science Foundation (August 2013)
 - \$664,942 for an advanced automated manufacturing program
 - Tim Baber is project director
- NSF (August 2013)
 - \$248,562 for faculty/student exchange with Germany in conjunction with our CREATE grant
 - Kathy Alfano is project director
- Target Foundation (July 2013)
 - \$2,000 for Lula Washington artist fees for K-12 Arts Education Outreach
 - Evy Warshawski is project director
- Thelma Pearl Howard Foundation (July 2013)
 - \$13,307 for K-12 Arts Education Outreach for renewal of Tiffany Bong residency

- Evy Warshawski will be project director
- California Arts Council (July 2013)
 - \$7,680 for Lula Washington Residency partnership through K-12 Arts Education Outreach
 - Evy Warshawski is project director
- Cuesta College (July 2013)
 - \$15,000 for the YEP program
 - Steve Tannehill is project director

Newly Submitted Grants

- Vons Foundation (August 30, 2013)
 - \$10,000 for K-12 Arts Education Outreach program
 - Evy Warshawski is project director
- National Endowment for the Humanities (August 26, 2013)
 - \$7,245 for Humanities “Bridging Cultures at Community Colleges” program
 - Juan Buriel is project director working with UC Irvine as lead
- Clarence E. Heller Foundation (August 1, 2013)
 - \$30,000 for a summer conference for K-12 Arts Educators
 - Evy Warshawski is project director
- Albert and Elaine Borchard Foundation (August 1, 2013)
 - \$10,000 for a K-2 shadow puppetry program for Arts Education Outreach
 - Evy Warshawski is project director
- In and Out Foundation (August 1, 2013)
 - \$10,000 for Foster Youth Scholarships
 - Lisa Pavik will be project director
- National Endowment for the Humanities (June 27, 2013)
 - Humanities Initiatives at Hispanic-Serving Institutions
 - \$100,000 for Humanities events and programs
 - Jennifer Brezina is project director
- S. Mark Taper Foundation (June 28, 2013)
 - Full proposal requested from letter of inquiry
 - \$50,000 for EOPS book grants
 - Pamela Brogdon-Wynne is project director
- U.S. Department of Education (June 3, 2013)
 - \$2,094,218 Title III grant – Strengthening Institutions
 - Jim Temple is project director

Upcoming Deadlines

- Association of American Colleges & Universities (September 15, 2013)
 - \$1,000 for creation of a Civic Rights Workshop
 - Patty Robinson is project director
- Henry Mayo Newhall Foundation (September 30, 2013)
 - \$100,000 over 2 years for MLT program
 - Cindy Dorroh is project director
- Proctor and Gamble Foundation (September 30, 2013)
 - \$10,000 for YEP Program
 - Steve Tannehill is project director
- Albert and Elaine Borchard Foundation (October 1, 2013)
 - Full proposal requested
 - \$10,000 for a K-2 shadow puppetry program for Arts Education Outreach
 - Evy Warshawski is project director
- Archstone Foundation (October 1, 2013)
 - Amount to be determined to train faculty and develop curriculum on incorporating aging in the program
 - Diane Morey will be project director
- Chancellor’s Office (October 14, 2013)
 - \$26.9 million over 2 years (an additional \$20 million over 2 years may be possible) for the Online Education Initiative designed to create an online course exchange for online courses to be used by all colleges
 - James Glapa-Grossklag will be project director

- Lego Children's Foundation (October 15, 2013)
 - \$6,000 for three additional iPad workstations in the ECE
 - Monica Marshall will be project director
- NSF STEM Talent Expansion Program (December 5, 2013)
 - \$400,000/year for 5 years to increase graduates in STEM programs
 - Project director to be identified
- Chancellor's Office (Fall, 2013)
 - Awaiting RFA
 - \$40 million over 5 years for a common assessment program that would evaluate and create/adapt through a process, an assessment program for use by all community colleges
 - Barry Gribbons will be project director
- Ahmanson Foundation (Fall 2013)
 - Culinary Capital Campaign - Will apply after 75% of funds have been raised

Anticipated Release Dates for Government Grants

- **September 2013**
 - NSF – Science, Technology, Engineering and Mathematics Talent Expansion Program
 - NSF – Teaching Calculus teachers how to teach Calculus (similar to Associates Program)
- **October 2013**
 - Chancellor's Office Grants – IDRC, JDIF and RTF
 - State of California Song Brown Nursing Grants
- **November 2013**
 - NSF – S-STEM Scholarships
- **December 2013**
 - U.S. Department of Education TRIO Student Support Services
- **January 2014**
 - U.S. Department of Labor Trade Adjustment Act (Round 4)
 - National Endowment for the Humanities Summer Seminars and Institutes
 - National Endowment for the Arts Art Works
- **February 2014**
 - U.S. Department of Education Title V (Can apply if our Title III application is not funded)
- **March 2014**
 - U.S. Department of Education HSI STEM and Articulation Programs
 - SAMHSA – Campus Suicide Prevention Grant
- **April 2014**
 - U.S. Department of Education Minority Science and Engineering Improvement Program
- **May 2014**
 - U.S. Department of Education Undergraduate International Studies and Foreign Language Program

Pending Grants

Program	Funding Source	Submitted	Activities	Amount	Project Director
SBDC	Wells Fargo Foundation	November 27, 2012	Matching funds for SBDC	\$10,000	Steve Tannehill
Volunteer Bureau	Leo Buscaglia Foundation	May 7, 2013	Program Support	\$10,000	Yasser Issa
ECE Renovations	John Jewett & Helen Chandler Garland Foundation	May 7, 2013	ECE Renovations including paint	\$30,400	Monica Marshall
MESA	Chancellor's Office	May 22, 2013	Renewal grant	\$50,500	Susan Crowther
Title III	U.S. Dept. of	June 3, 2013	Online student education	\$2,094,218	Jim Temple

	Education		plan, two-year scheduling, supplemental instruction		
AOC Renewal	Chancellor's Office	June 6, 2013	Renewal of grant	\$99,000	Diane Steward
Foster Youth	In and Out Foundation	June 12, 2013	Scholarships for foster youth students	\$10,000	Lisa Pavik
EOPS Book Grants	S. Mark Taper Foundation	Full proposal submitted June 28, 2013	Book voucher program	\$50,000	Pamela Brogdon-Wynne
K-12 Arts Education Outreach	Clarence E. Heller Foundation	July 31, 2013	Summer conference for K-12 arts educators	\$30,000	Evy Warshawski
K-12 Arts Education Outreach	Albert and Elaine Borchard Foundation	July 31, 2013	K-2 arts integration program with shadow puppets	\$10,000	Evy Warshawski
K-12 Arts Education Outreach	Vons/Safeway Foundation	September 5, 2013	LA Opera program	\$10,000	Evy Warshawski

Grants Not Funded

MESA	S.D. Bechtel Jr. Foundation	September 24, 2012	Two years of support for MESA	\$127,230	Susan Crowther
ECE Outdoor Classroom	Douglas Foundation	November 20, 2012	Finishing outdoor classroom	\$25,000	Monica Marshall
EOPS	TJX Foundation	December 7, 2012	Book voucher program	\$40,000	Pamela Brogdon-Wynne
Student Scholarships (EOPS and Foster Youth)	College Access Foundation of California	May 2, 2013	50 scholarships	\$100,000	Murray Wood
Swords to Plowshares	California Wellness Foundation	May 3, 2013	WorkSource outreach to female veterans	\$33,126	Keri Aaver

Researching

- Re-entry
- SBDC/Incubator
- EOPS
- MESA
- Veteran's Program
- Textbooks
- The Learning Center
- Gardens of the Canyons
- Technology
- Culinary
- Planetarium
- Sustainability
- Skills 4 Success
- Volunteer Bureau
- Matriculation
- Learning to Learn
- Addiction Counseling partnership with Allied Health and Psychology
- LVN to RN program
- Ethics Institute
- Renovation of the ECE
- MediaScapes Workstations for the Library (\$10,000 each)
- Library Expansion Technology
- K-6 Electronics Initiative

- Advanced Manufacturing including ElectroMechanical/ Integrated Systems Technology
- Gamefication – LEAP project
- Automotive Technology
- Upward Bound
- MEA
- Canyon Country Campus – technology, programming, Library and Amphitheatre
- School Security/Incident Command
- Service Learning
- Pipe Welding
- Art Gallery
- Foster Youth

6. Facilities Update (J. Schrage)

- Planning for secondary effects space due to moves is taking place now and will be ongoing for the next 4-5 months.
- Chancellor stated that the space in the new SSA Building that was set aside for the bookstore will be used for something else.
- They have not yet decided what that will be that space.
- Utilization will be based on a long range plan with an intent to complement offices that are already in there.
- The Chancellor recommended that the committee think conceptually regarding what might go into the space.
- At this time there is no funding to complete the interior so this will have to be planned for the approximately 6,500 square foot space.

7. Legislative/Advocacy Update (E. Harnish)

- Legislative update handed out.
- The legislature meets for about another week.
- The bills are working their way forward.
- Bill 8955 is the reconstituted AB 515 regarding fee based classes that the College was involved in approximately 2 years ago.
 - There will be 6 pilot colleges provided the bill passes.
 - There are some criteria for the fee-based classes.
 - They are fee-based through continuing education on a different fee structure to actually cover the costs--no profit.
 - They may only be offered in winter and summer sessions.
 - They cannot be for certain types of curriculum like basic skills.
 - They can be for transferable degree programs and workforce training.
 - The district has to have met its cap in the prior year in order to be able to participate.
 - To the degree that the district has not met its cap--it cannot participate.
 - It sunsets in 2018.
 - The colleges are:
 - College of the Canyons
 - Crafton Hills, Long Beach City
 - Oxnard, Pasadena City, and
 - Solano Community College.
- SB 594 was problematic—
 - It would have limited governing boards in K12 and community colleges from weighing in on any statewide ballot initiative.
 - Community colleges and K12 were amended out this bill--so will not be affected if it moves forward.

Closing

- We'll probably want to do about 20 minutes on accreditation for the October meeting.
- We'll also do something on the Student Success Task Force with Michael Wilding.
- We will also need to have a report on the international student collaboration
- We will also have some policy discussions at the next meeting.
- There is also an expansion of hours and a Friday added for the Life is Art show in the Art Gallery.

CPT MINUTES

October 14, 2013

UCEN 258, 3:00 to 4:30pm

Dr. Gribbons called the meeting to order at 3:00pm.

Present were: DVH, Gribbons, Wickline, Brezina, Devlin, Robinson, Mahn, Glapa-Grossklag, Wilding, Bogna, Foster, Theule, Bellas, Makevich, Carr, Dorroh, Alonso, Schrage, Stewart, Coleal, Meuschke, Temple, Torres, Brogdon-Wynne, Zuzevich, Acosta, Waldon, Harnish, Ritz, Michaelides, ASG representatives

UPDATES ON ITEMS IN PROGRESS

Global Collaborative Project (C. Acosta)

- An update from 3 of the 5 students who traveled to Nicaragua last June for 5 days was given, which included photos and videos showing highlights of the trip to Miravalle. This was a joint project with City of SCV, and included students representing Phi Theta Kappa, Alpha Mu Gamma and ASG.
- The students helped to purchase and install a new water system for the community. Donated T-shirts, flip-flops and new toothbrushes were distributed to them.

Dr. Van Hook suggested that for next year, these students work to establish a college-wide effort, similar to the Book of the Year initiative and work with the Inter-Club Council to involve more students, gather donations and create the care packages well in advance of their departure.

International Education (IE) Council Update (C. Acosta)

Dr. Acosta provided a PowerPoint noting:

- This is an important project which involved energetic students
- TecMilenio University has visited COC, and they are sending students to study ESL next summer for 2 and 4-week programs.
- COC will be visiting SBCC to discuss their involvement in IE at their campus.
- The IE has consortium study abroad meetings scheduled for Spain 2014 and England 2014.
- There are many IE activities coming up on campus, including Film Festival, Foreign Language films, International Poetry reading, Tertulias and Cultural Nights.

Accreditation (J. Buckley)

- All writing teams are under way and meetings being held to pull together the first outcomes for the Accreditation self-study.
- Steering committee meetings will begin Friday, October 25 and will continue every 3 weeks at 8:00am, as this is the time when most committee members are available.
- We are working to upgrade the existing webpage on Accreditation to include backup materials and documents.
- The internet page (public) with historical information from prior Accreditations will also be included.
- Resource documents will be included on the Intranet site for internal use.

Factbook Update (B. Gribbons) (D. Meuschke)

- The next updates will be later this month and will include annual (2012-13) data for degrees/certificates awarded and financial aid.
- Updates in February/March will include Fall 2013 data.
- Dr. Gribbons asked everyone to use the Fact Book data as they're writing their standards so that the same data are being reported.

Planning Board Policy (B. Gribbons)

- There is a requirement for Accreditation Standards to have a Board Policy on Planning.
- The group was presented with the drafts of BP 1200 (District Mission) and BP 3250 (Institutional Planning) to review and provide feedback. Input was solicited with no comments.
- These will come forward in November to the Board of Trustees.

Institute on Ethics, Law, and Public Policy Update (R. Waldon)

- Patty Robinson has applied for and received a \$1,000 grant from AAC&U for the Civil Rights Workshop to be held in the near future.
- A Speaker Series is planned for next semester.
- They have created curriculum through grant funding from Kristin Houser's department to create two new courses in Hotel & Restaurant Management and the Business Department.
- We will host an Ethics competition headed by Kevin Anthony (Chair, Hotel & Restaurant Management), who has participated as a judge at Loyola Marymount University in the past. It will be open to other regional community colleges in our area.

Student Success Task Force (SSTF) Update (M. Wilding)

- On Sept 26, Jerry Buckley, Debbie Rio, Jasmine Ruys and Chelley Maple attended the SSTF meeting at the state Chancellor's Office and they gave us the timeline for this effort.
- We have developed our internal timeline to align with that, and he will send out the information and what we have in the queue for fall 2014.
- Debbie Rio has presented an overview of this meeting to Full Cabinet, and everyone can learn about it (if they haven't already), through a "road show" they are sharing with groups on campus.
- The 3SP (Student Support Services Program) rollover budget and startup money was revealed to get this effort off the ground.

INFORMATIONAL ITEMS – UPDATES WERE PROVIDED AS FOLLOWS:

Status of Accreditation Planning Impacts (J. Buckley)

- We have completed all but the last three of the 21 impacts that were included in the last self-study. One is no longer relevant, and the other two are ongoing items that will continue.

Enrollment Management (J. Buckley)

- A meeting is scheduled for October 15 at noon with outside consultants for Enrollment Management Modeling. We hope to acquire some new ideas to use as to how to use data for Enrollment Management.

Performance Indicators (D. Meuschke)

- There is a need for the college to change the nomenclature from institutional “targets” to institutional “standards” to be in alignment with ACCJC’s language.
- After reviewing the standards and the Feds definitions, it appears that COCs approach was a reasonable interpretation. The committee chose to increase our “floor” which was the baseline average by 5%. Thus, raising our “floor”, or now referred to as the 2015-16 “standard”. The standard should be one that encourages improvement.
- Some next steps for the committee are to:
 - Revisit the completion (success rate) standard as it may be set too high.
 - Add a CTE metric.
 - Continue review of the Principles of Redesign.
 - Identify content of Institutional Effectiveness Report.
 - Disaggregate the data.

Budget Update (S. Coleal)

- This will be the first year since 2007/08 where we might see some restored funding to start to grow back our FTES base, but the state is claiming there is no formula for this effort. It could leave us with no money for growth next year.
- There is ongoing concern about the Redevelopment Agency funding.
- We hope to backfill that shortfall, which equates to approximately \$2M for COC.

Grants Update (T. Zuzevich)

- Since the September CPT meeting, we have received the following grants:
 - ✓ \$10,000 for SBDC match from Wells Fargo
 - ✓ \$1,000 for Civil Rights Workshop from AAC&U
 - ✓ \$50,500 for MESA renewal from the State Chancellor’s Office
 - ✓ \$99,000 for AOC renewal from the State Chancellor’s Office
 - ✓ \$164,000 for nursing expansion renewal (for nursing salary) from State Chancellor’s Office
- Two new grants have just been submitted:
 - ✓ \$100,000 over 2 years to Henry Mayo Newhall Foundation to renovate the lab space in Towsley Hall
 - ✓ \$40 million over 5 years to lead the statewide project of creating a common assessment test. We should hear on this grant in 9 days.
- We are working on grants for a children’s reading corner in the Library, SCEEC, nursing, DSP&S, and Engineering.
- We are forming committees for larger upcoming grants, including TRIO, Title V, TAA and Economic and Workforce Development.

Facilities Update (J. Schrage)

- The recent Construction Update was emailed out.
- We have submitted projects to the state for funding from the passage of Prop 39 (November 2012) in the amount of \$511,950 and we will begin once approved by the state.

Legislative/Advocacy Update (E. Harnish)

- The Legislative session ended Oct. 14. Governor Brown signed 800 bills, and 96 were vetoed.
- The Legislature will be in recess until December.
- The Governor signed AB955 (similar to AB515), which is a pilot project to allow 6 campuses (including COC) to offer fee-based credit courses through community extension programs.
 - ✓ Thanks to the ASG for their support of this legislation, particularly the support and work by former ASG president Michael Kramer (who traveled to Sacramento and helped to draft the resolution passed by ASG for AB955), and Fernando Vasquez, this year's ASG president, who has also been very helpful in testifying in Sacramento.
 - ✓ Dr. Van Hook added for the purpose of context and completeness, that when we were involved in AB515, a number of steps were taken to share information on this with the staff and community. Specifically, she:
 - Met with the Academic Senate in a meeting held at CCC,
 - Held special meetings to review the topic (open to anyone to attend),
 - Discussed this initiative with fulltime faculty members (80 of whom initiated a letter of support for AB515),
 - Provided Talking Points on the subject, and distributed them at CPT,
 - Discussed it with the Advocacy Team and at All College meetings.
 - ✓ Courses can only be offered in winter and summer session, which is consistent with CSUs and UCs.
 - ✓ Colleges can only participate if they are overcap, and the earliest we could qualify to participate in this is Summer 2015.
 - ✓ When our departments plan their offerings in the fall, and do not want to offer a class in this way or believe there is not a great demand for this, then that is their choice. It is self-determination on the part of departments.
 - ✓ A "Q&A" will go out to faculty and staff about the bill and how it affects COC in the next few days. She asked that if anyone has questions to please call her directly.

Mission Statement (B. Gribbons)

- The last time this was updated was at a CPT retreat in 2010. At that time, a sub-committee was developed to address this topic.
- Accreditation standards require that we review the Mission Statement regularly (no definition of it is specified).
- There was a question and answer period and various ideas were shared including the incorporation of new words and phrases, such as "global community", "global perspectives", "technology".
- Drs. Gribbons and Wilding will incorporate these ideas, put a draft together, and send it out to the full committee by Friday, October 25th.

Dr. Van Hook:

- The Mission Statement is an important Policy that a Board of Trustees will review and be asked to adopt. It sets the backdrop for the Strategic Plan and is influenced by all departments on campus.

As the meeting ended some announcements were made:

- Mr. Waldon asked everyone to send him their topics for the next meeting.
 - Dr. Van Hook asked that a status report from each of the Accreditation Standard co-chairs be presented, as well as a walk-through of the new website for Accreditation.

- Dr. Van Hook noted that all committees and chairs have submitted their information for the Decision Making Guide. Eric Harnish will circulate a draft within the next two weeks.

The meeting was adjourned at 4:30 pm.